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ABSTRACT

The Fresno County (California) Economic Opportunities Commission (FCEOC) library produced this policy, procedures, and use manual as a guide for community action programs. The manual includes information on structure and use of the card catalog, organization of materials, use and organization of the vertical file, organization of grant research materials, user eligibility requirements, circulation procedures, ordering and acquisition criteria, interlibrary loans, reference and research services, periodicals, and public relations. Presented in the appendix is a decimal classification scheme for community action agency libraries developed by the FCEOC Library to meet its special requirements. Also appended are a list of primary vertical file divisions, a periodicals list, and a bibliography. (LS)

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For

BOHDAN S. WYNAR

the

Consistent Exception

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FOREWORD

Begun in September of 1973 as an information center for the Fresno County EOC, the FCEOC Library currently maintains a collection of over one thousand books and pamphlets, as well as some 75 periodicals. The nature of the collection has been developed out of the needs and demands of Fresno's Community Action Program, its staff, components and Delegate Agencies. It is therefore our hope that a major function of the Library will be to serve as a nucleus for an information system which will eventually integrate and facilitate the retrieval of data throughout the nationwide network of Community Action Agencies.

This manual aims at presenting clearly a picture of the goals and systems which have evolved during the development of FCEOC Library. The overall system has deliberately been made flexible so that other CAP agencies who find it suitable for their own informational needs may adapt the method for building libraries of their own. In such a special library environment, departures from standard practice become the rule rather than the exception; every service population is an individual and its informational requirements necessarily unique. Certain items, sacred to library science purists, will be missed; in FCEOC Library they are not needed. The manual is certainly not definitive nor is it meant to be, but should be seen as a guideline and resource for bibliographic involvement in community action programs.

Always in developing and presenting a work of this nature, many people are involved each of whom is, in some degree, indispensable to the final product. In acknowledging them, the author calls attention to the virtues of each contribution while accepting full responsibility for any faux-pas or errors in judgment which follow. Most sincere and special thanks are due Mr. Bill Eidson, Administrative Assistant of Fresno County Economic Opportunities Commission, who advised and guided during the project on all aspects of CAP work and involvement. For their useful suggestions and co-operation, I must also single out Tony Souza, Manpower Coordinator; Richard Pearson, Planning and Resource Mobilization Officer; Tom Rankin, Research Assistant for Public Relations; and George Egawa, Personnel Officer. The entire Central Staff of FCEOC lent courage and moral support throughout the grimmest hours of research and composition.

From outside the Commission, Kathy Chung and Sareta Elliot of the Fresno Community Development Program ably introduced me to the bibliographic problems of Planning and Management literature. To Cindy Clements of the Fresno County Planning Department, thanks for introduction to the basic concepts of planning libraries. For invaluable help with specialized details of librarianship, appreciation goes to Mr. Renwick Garypie, Director of the Genesee County Library at Flint, Michigan; and to Mr. Eugene Griffel, Executive Director of the Midwestern Michigan Library Co-operative, and to Sheila Thornton, Special Libraries Consultant at the California State Library, Sacramento. Dr. Henry Madden, Librarian of California State University at Fresno, and his Reference Staff were very generous with both time and assistance, as were the genial and competent Reference Department of the

Fresno County Public Library--especially Sharon Vandercook, who read and corrected the manuscript.

Most of all, without the impeccable typing and drawings of my Library Assistant, Margie Wong, neither this manual nor the FCEOC Library would have seen daylight.

---R. E. S.

CHAPTER I

ORGANIZATION AND DEVELOPMENT

The key tool in the use of the library is the card catalog. This consists of 3 x 5 cards filed in alphabetical order according to author, title and subject. This chapter will set forth the organization of the FCEOC Library card catalog and explain criteria for the development and classification of the collections.

A. STRUCTURE AND USE OF THE CARD CATALOG

The two bottoms drawers of the FCEOC card catalog (see Fig. 1, p. 2) are the generating units and heart of the collections; without them, the upper drawers have no basis and little meaning.

In order to fully explain this system, it is necessary to state that in library practice, there are two accepted ways of arranging a card catalog: 1) a "dictionary" arrangement in which all entries are filed in one alphabet, and 2) a "divided" arrangement in which two alphabets are created by filing subject entries in a sequence separate from author and title entries. The former is most commonly met in public libraries and would seem to be the simpler of the two; the latter divided arrangement has been selected for FCEOC Library as it is superior where a subject approach is likely to be the most usual method of access to the collections. Experience has proven that this is the most successful arrangement for university and research libraries, or any collection used primarily by subject specialists. The dictionary arrangement is most successful with a large, general collection where the user may not have any definite idea of what he is looking for.

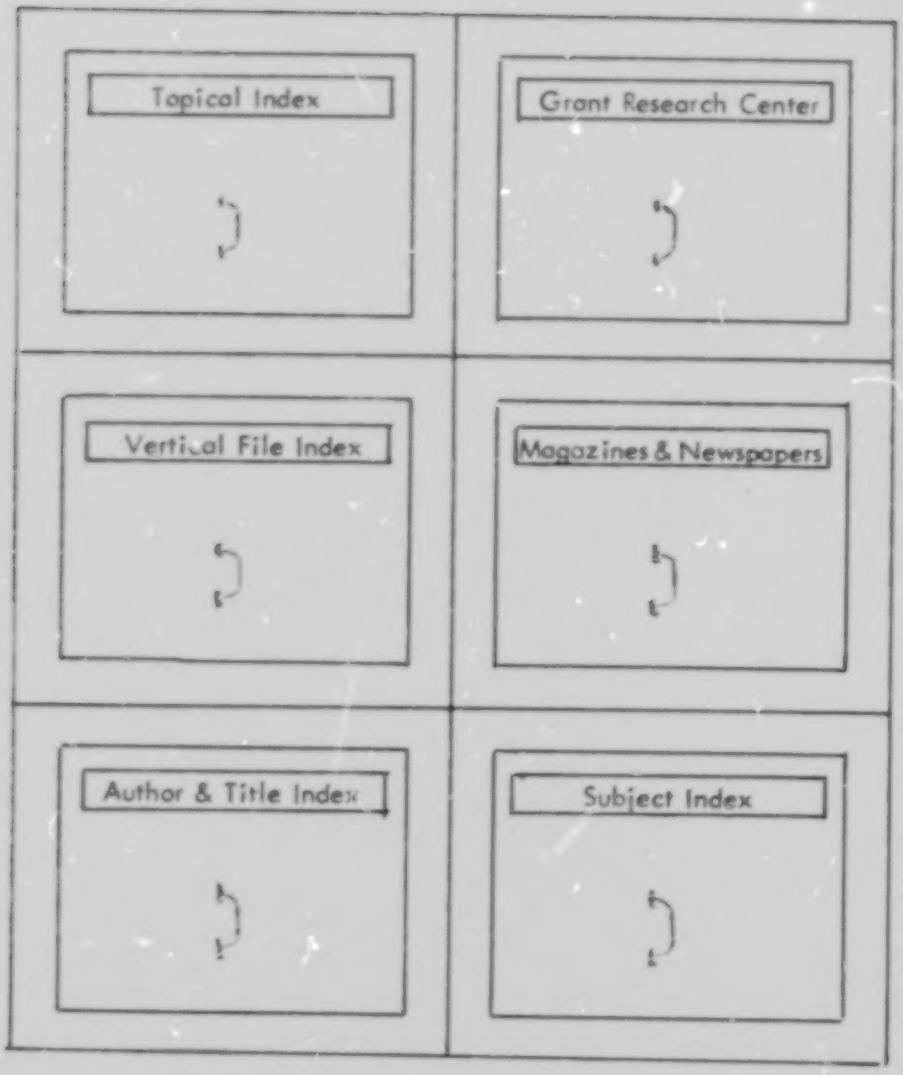
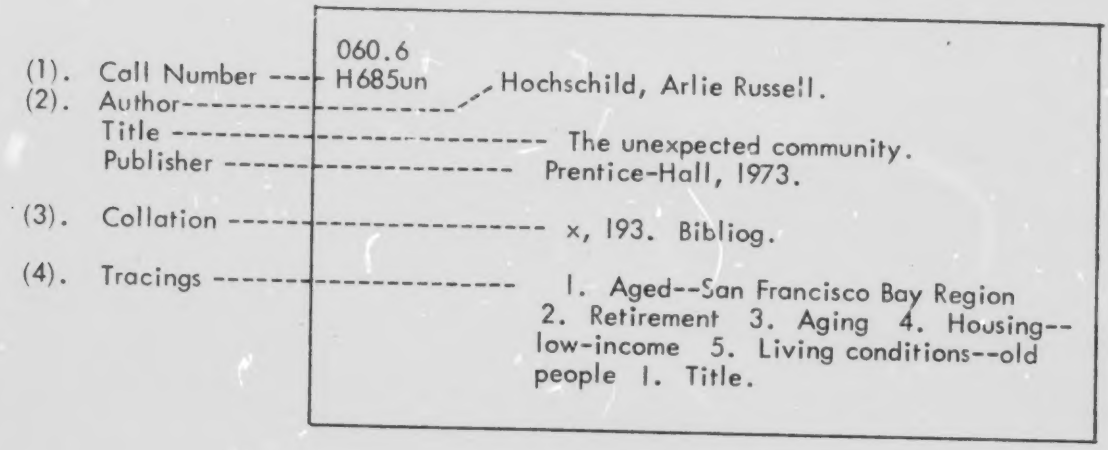


Figure 1. The FCEOC Library Card Catalog.

To illustrate: In FCEOC Library, you may find books on a given subject by going directly to the drawer labeled "Subject Index," without having to flip through all the author and title entry cards beginning with the same letter as your subject, because those entries are filed in a separate alphabet in another drawer. So if you know the title or author of the book you want, you go right to the "Author and Title Index" drawer. All books, pamphlets and documents cataloged have multiple entries in both drawers so that if the library owns what you are looking for, it will be found.

If you cannot think of a subject heading to look under for what you are interested in, you can consult the FCEOC Library's list of subject headings (a typed list generally kept on top of the card catalog). This will probably result in your choice of several subject headings; if after looking them up in the subject catalog, you find that none is likely to cover the material you want, your next step would be to ask the Librarian for further suggestions on what to look for.

As an example of the Author-Title approach to the FCEOC catalog, let's say you are looking for a book you've read about in the paper concerning retirement, and you are working on a program for Senior Citizens. You remember the book is by A. Hochschild, but you do not remember the title, and to look up "retirement" in the Subject Index would lead you to books on retirement, but might leave you unsure as to whether or not FCEOC Library owned the work by A. Hochschild. So the best approach in this instance is to look for the author's name in the appropriate drawer: You find in the H's the following card:



Now you know FCEOC Library does own the book you seek, and what its title is; all that remains for you to do is to go to the shelf and locate the book by the call number (1). You have also found what librarians call a unit card, because it is the basis for all other entries in the catalog relating to its title. This form is used for all cataloged materials in the FCEOC Library. Each part is identified on the above diagram, which may be referred to in reading the following:

(1). Call Number. This specific number is valid only for FCEOC Library. The composite number tells you exactly where the book is placed on our shelves. The top digits are the class number, and the lower digits are the book number. For this title, the class number places the book with works on Sociology of the Aged (cf. Appendix A); the book number is derived from the author's name and title of the book, and here indicates that there are 684 possible alphabetical combinations of names beginning with H before Hochschild. The small letters following the number are called the work mark, and this is the first syllable in a book's title. The number of digits and letters varies from title to title.

(2). a. Author. Last name is always first. Sometimes the author is not one

person, but an organization; in this case the official name of the group is used as the author.

b. Title. All words but the first or a proper name are not capitalized; reason--to save the typist doing hundreds of cards from wearing down the shift lever!

c. Publisher. This is ordering information as well as identification of a book's nationality.

(3). Collation. All sequences of page numbers are noted separately, so you may get an idea of the thickness before going to the shelf; when the note "various paging" is used, the book is usually large and has several numbered sequences. The second part of the collation contains here the abbreviation "Bibliog." indicating that this book contains a bibliography of materials on related topics. Many notes appear in this place, and you will learn these as you become familiar with the catalog. The purpose of this note is twofold: 1) to indicate the length of a work, and 2) to suggest to you material that is co-lateral by style or subject, either by direct reference or by association.

(4). Tracings. These are the most important notes on a card, because they can lead you directly to other parts of the collection; they enable you to trace down other cards in a set generated by a unit card. Tracings are repeated in full on each card of a set, so that there is never any doubt as to which set a given card belongs. Note that tracings are of two types but are arranged in one paragraph: 1) those preceded by Arabic numerals are first and are subject tracings; 2) those preceded by Roman numerals are added entries and will be found in the Author-Title drawer of the catalog. For example, you will find the Hochschild

unit card repeated five times in the Subject drawer--the only difference being that each will begin with one of the Arabic-numbered subject tracings. Then, if you know only that the book you want deals with older people in San Francisco, you would look in the Subject drawer under Aged--San Francisco Bay Region, and so on. For this book, the only added entry is for the title; this feature is always included in tracings (the only exception is when the unit card is a title entry, in which case there is no necessity for such a card).

The title tracing for this book works as follows (remember that the same procedure is followed with every title): you have come to the library knowing only the title of the book you want. Going to the Author-Title drawer, you flip to the U's, and this is what you will find:

060.6
H685un

The unexpected community.

Hochschild, Arlie Russell.

The unexpected community. Prentice-Hall, 1973.

x, 193. Bibliog.

1. Aged--San Francisco Bay Region 2. Retirement 3. Aging 4. Housing--low-income 5. Living conditions--old people I. Title.

Again, if you came to the library with only a subject in mind, by looking in the Subject drawer, you could find the following:

1.

060.6
H685un

AGED--SAN FRANCISCO BAY REGION

Hochschild, Arlie Russell.

The unexpected community. Prentice-Hall, 1973.

x, 193. Bibliog.

1. Aged--San Francisco Bay Region 2. Retirement 3. Aging 4. Housing--low-income 5. Living conditions--old people I. Title.

2.

060.6
H685un

RETIREMENT

Hochschild, Arlie Russell.

The unexpected community. Prentice-Hall, 1973.

x, 193. Bibliog.

1. Aged--San Francisco Bay Region 2. Retirement 3. Aging 4. Housing--low-income 5. Living conditions--old people I. Title.

3.

060.6
H685un

AGING

Hochschild, Arlie Russell.

The unexpected community. Prentice-Hall, 1973.

x, 193. Bibliog.

1. Aged--San Francisco Bay Region 2. Retirement 3. Aging 4. Housing--low-income 5. Living conditions--old people 1. Title.

4.

060.6
H685un

HOUSING--LOW-INCOME

Hochschild, Arlie Russell.

The unexpected community. Prentice-Hall, 1973.

x, 193. Bibliog.

1. Aged--San Francisco Bay Region 2. Retirement 3. Aging 4. Housing--low-income 5. Living conditions--old people 1. Title.

5.

060.6
H685un

LIVING CONDITIONS--OLD PEOPLE

Hochschild, Arlie Russell.

The unexpected community. Prentice-Hall, 1973.

x, 193. Bibliog.

1. Aged--San Francisco Bay Region 2. Retirement 3. Aging 4. Housing--low-income 5. Living conditions--old people I. Title.

To use this subject approach effectively, it is neccessary that you become acquainted with the FCEOC Library subject heading list. After a few experiences the approach will become automatic; but you must be aware that headings employed by a special library are, in some instances, different from those found in public libraries. For example, suppose you want something on the relationship between resource mobilization and the marketing of ideas. After scanning the library's list of subject headings, you decide that concept marketing might be an approach, so you flip to that in the subject drawer and you find the following:

100.3
P485ma

CONCEPT MARKETING

MacIntyre, Michael.

Resource mobilization. Ed. by James H. Peterson. Washington, D. C.: Education, Training and Research Sciences Corp., 1971.

xii, 153. (Social service program improvement series, 6)

1. Concept marketing 2. Marketing--methods 3. Resource mobilization I. Title.

This card gives you the whole story, so you go the the shelf, look for 100.3/P485ma, and hope that the book has not been checked out. (If it has, you may put a "hold" on it. See Chapter IV.)

Again, if you want something on proposal writing, you determine that proposals is the subject to look up, and this is what you find:

035.2
H178d
G

PROPOSALS

Hall, Mary.

Developing skills in proposal writing. Corvallis: Continuing Education Publications, 1971.

viii, 194. Sample letters, worksheets.

1. Grants 2. Contracts 3. Proposals 4. Federal aid 5. Funding 6. Sponsored projects 7. Evaluations 8. Guides to effective communication 9. Guidelines I. Title II. Oregon State System of Higher Education.

(The G beneath the call number will be explained in a later chapter.)

B. CRITERIA FOR ORGANIZATION

Before we pass on to Chapter II and an explanation of the FCEOC Library vertical file, it may be useful to look at the classification scheme which has been developed for these collections (see Appendix A).

A decimal classification scheme has been adopted as a framework for the organization of information and materials. It is a modification of that used by both Fresno City and County Planning Departments, and there were two reasons for this decision: 1) to maintain consistency in related area libraries, and 2) to provide a bibliographic control which is flexible enough to accommodate all significant subject areas relevant to FCEOC programs, while at the same time small enough to be easily handled. It will be readily seen that many categories unique to community action agencies have been included in this scheme, and in so doing, the basic system has been greatly altered and expanded. The classification scheme is, then, the basis for the organization of the entire library; but it can in no way be relied upon as a comprehensive subject heading list for individual titles.

Section I: Reference.

Classed here are books, pamphlets and documents whose primary function is to provide the user with ready information. Many subjects are covered, perhaps in one book, and most materials are factual. One would not generally read these cover to cover, and therefore they do not circulate (see Chapter IV).

Section II: Humanities.

Classed here are works of a general nature dealing with the arts--belles lettres,

painting, music and dancing. For FCEOC Library, this class is necessarily small, and it has also been included to allow for light and recreational reading in the collection. It is broad because it is not considered that works of this nature will require extensive cataloging.

Section III: Social Sciences.

Classed here are primarily works dealing with social questions as they relate to community action programs. Here also is a critical class number for you to remember: 060.25--Community Action Program; this includes works authored by FCEOC and works by and about other community action programs. Generally, the entire class analyzes the various elements of society.

Section IV: Ecological Sciences.

Classed here are works which deal with the nature and uses of man's environment; note the special number assignment to energy crisis.

Section V: Economic Sciences.

Classed here are works on economic theory and those whose chief emphasis is on factors affecting the economic bases of our country, and specifically the war on poverty and all that that implies.

Section VI: Planning and Management.

The numbers from 100 - 199 are given over to this very central class; the section attempts to include every facet, with Housing and Land Use generating most of the categories, save planning and management theory. The section is detailed rather than broad, like Humanities, and materials classed here occupy a good one-third of the collections.

Section VII: Recreation Sciences.

Classed here are works dealing with the uses of recreation as an aid to human development, the use of leisure time and recreational theory. Much room has been left in this section to accomodate a possible information explosion and future shock in this area.

Section VIII: Public Works and Welfare.

Classed here are materials dealing with specific community services and problems which find further development in Section IX: Public Services. There will seem to be duplication, but Section VIII is generally broader and deals more with problems rather than the service area solutions encompassed by Section IX.

Sections X, XI, XII are the most detailed, and in terms of particular items (such as legislative materials, grant information and applications) tend to explain and amend works classed in the other nine sections. For example, in Section XI, number 611--Construction will obviously relate to works classed in 103 and 140; in 611 you will find works about what is done with house plans and architectural theory, as well as building codes and regulations.

As a mnemonic device, it may be easy to keep in mind that the Planning and Management section is the center of the scheme. All materials are completely cross-referenced in the catalog by subject heading and added entry so that little memorization is necessary. The purpose of this chapter has been to acquaint you with the logic behind FCEOC Library's classification scheme and so the basic organization and use of the collections.

CHAPTER II

THE VERTICAL FILE AND PERIODICALS COLLECTION

A. The vertical file contains some of the most significant information to be found in the library and must not be looked upon as playing second fiddle to the shelved book collection. It is often tempting to do this and, in so doing, miss out on vital information sources; file cabinets are just not as big and impressive as the books on the shelves. To think this is a mistake in any library, but very much so at FCEOC; for much literature relevant to community action is in pamphlet form, goes out-of-date quickly, or is just too small to be placed on the shelf. Therefore, the shelved book collection and the vertical file must be seen as equally important sources of information.

At present, the FCEOC Library Vertical File consists of three legal-size metal file cabinets, but as the library receives pamphlets and non-book materials, it is expected that this number will increase. The basic arrangement is alphabetical, the file headings arising from the nature of the material handled in FCEOC's work. The vertical file is where non-book materials are placed because 1) the item is brief and does not constitute a book; 2) it is ephemeral in nature, or topical, and will quickly become outdated (although the item had important information at the time it was first filed); and 3) the format of the item is such that it would be unwieldy on the shelves. Items in the last category have been given full author, title and subject cataloging. Thus, in FCEOC's vertical file there are both cataloged and uncataloged items. Uncataloged items may easily be located in the cross-reference drawer of the

card catalog, marked "Vertical File." This index completes the integrating syndetic linkage system of FCEOC Library.

To find a cataloged item in the vertical file, the best approach will be by subject--unless, of course, the exact author and title are known to you. Don't waste time blundering around in the Author-Title drawer if you are looking for something on mechanical grape harvesting, for example. Go right to the Subject Index drawer to see if the library has anything on this topic; you may also look in the Vertical File drawer of the catalog under "harvesting," but this will only lead you to the general vertical file, Agriculture. As you know that you want a specific item, namely FCEOC's study of the effect of mechanical grape harvesting on farm workers, you look in the Subject drawer and find the following entry for "harvesting":

085.41
VF

HARVESTING

Fresno County Economic Opportunities Commission

Mechanical grape harvesting and the displacement of farm workers.

Unpagd. Graphs.

1. Agriculture--techniques 2. Grapes
3. Mechanization 4. Migrants 5. Harvesting
I. Title.

Note on this card that in the place of a book number you find the initials VF--directing you at once to the vertical file. (It will be readily apparent that you could have looked under any one of the subject headings or title in the tracings and found the same information.) The important thing to remember here

is this: when VF appears in a call number, there is also a locator subject heading underscored in the tracings. In this case, the next step will be to go to the vertical file cabinet and find, alphabetically, first Agriculture and then Techniques within that file. In this function, the FCEOC vertical file serves as a substitute for the shelf, housing items that for one reason or another will not fit on the shelves while at the same time retaining the same classification system.

The detailed and complex structure of FCEOC's vertical file is intended to provide for the user a system of subject analysis leading from the general to the particular in a logical series of descending steps. The guiding principle is to facilitate the location of all library holdings on a given subject. The main structure breaks down into two divisions:

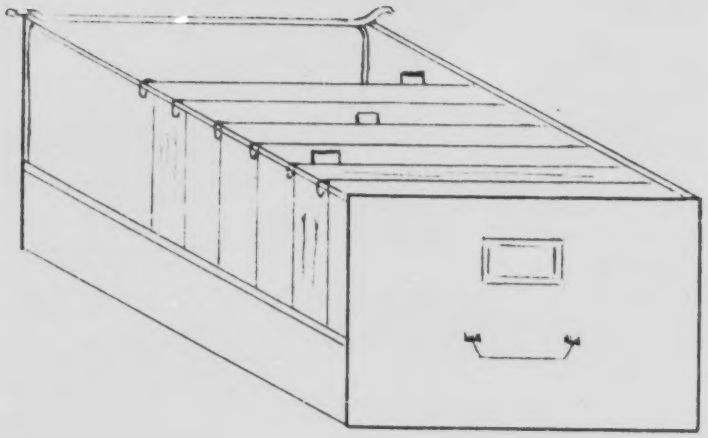
1. Primary Files (Pendaflex type): Most are labeled with two-section numbers, the digits before the slash being the classification number for the most closely related part of the book collection; the digits following the slash direct the user to that part of the Catalog of Federal Domestic Assistance which is most closely related to that subject area. (The "Related Programs" paragraph at the end of each part will in turn lead the user to further related parts of the CFDA.)

2. Secondary Files: Manilla folders with yellow-banded labels which analyze the primary subject into more particular and specific categories--categories dictated by terminology generated through community action needs and goals.

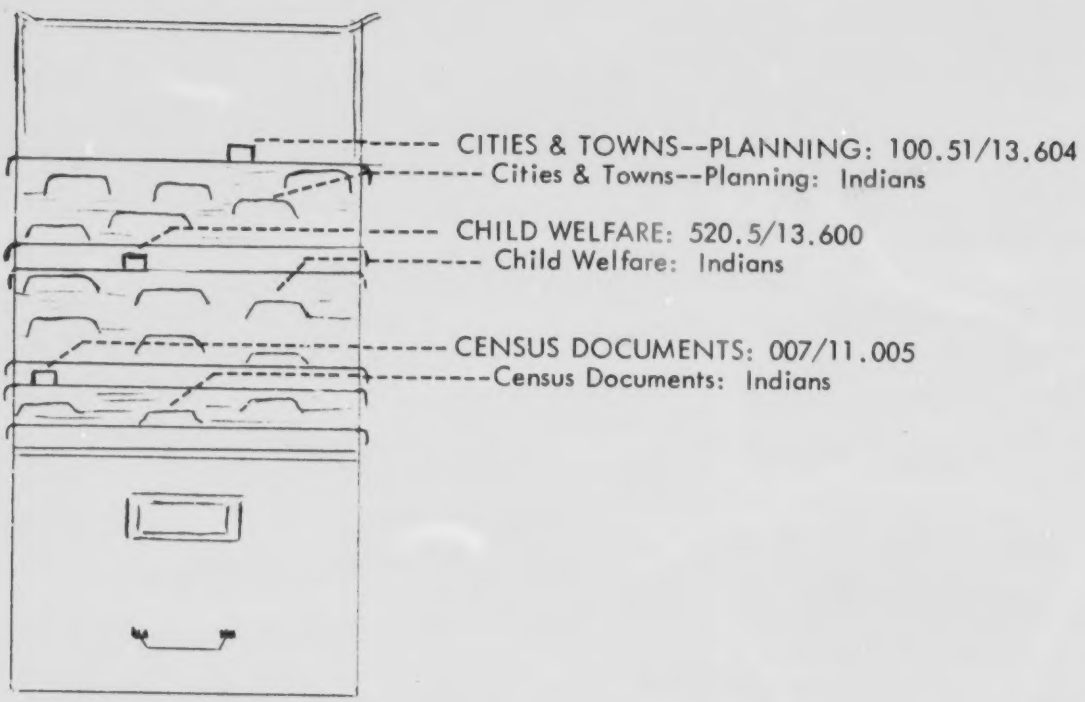
It will be seen that this provides a syndetic linkage between all collections

in the library so that the user will be unlikely to come to an informational dead end. Figure 2 (page 18) is a cross section of this structure. In the top view of Figure 2, each of the three general subject areas is a Primary File which contains several specific or particular secondary files. The specific subject is Indians, and by looking in the folders so labeled you will be able to find out about Indians in all three of the general subject areas--Census Documents, Child Welfare, and Cities and Towns--Planning. The easiest way to remember this arrangement is to keep in mind that in the Vertical File you always look for your general subject first; then in that Primary File, you find the Secondary File most closely related to your particular topic.

Figure 2 is very specific, but it does not mean that unless you have a specific idea of what you want, you will be unable to use the Vertical File. As the key to the books is the card catalog, so also is it the key to the Vertical File. In the catalog drawer marked "Vertical File," you will find alphabetically arranged yellow-banded cards. On these are "SEE" and "SEE ALSO" references for the Vertical File, and the cards are color-coded to match the Secondary File labels. "SEE" cards refer you from a heading the Vertical File does not use to one it does use; "SEE ALSO" cards refer you to related subjects in the Vertical File (see Figure 3, page 20). Hence, looking up Indians in the Vertical File catalog will yield a "SEE ALSO" reference, referring you to the three general subjects of Figure 2, say Census Documents; going to the Vertical File cabinet you find a yellow-banded folder labeled Census Documents: Indians. But what you want isn't there; so you look up Census Documents in the Vertical File catalog, and you find a "SEE ALSO" reference to Population Characteristics. Also, you know that in Population Characteristics there is a folder for Indians. The information linkage is complete; you have been led



Side View



Top View

Figure 2.

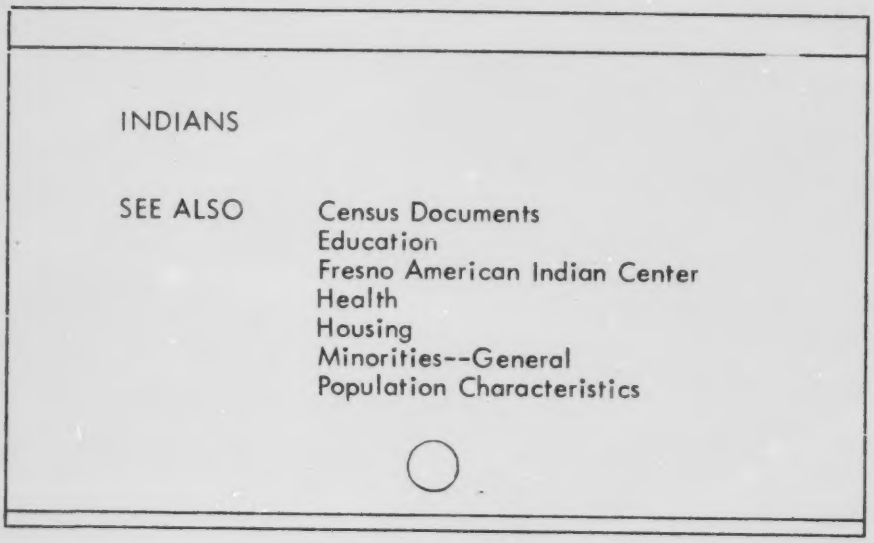
Vertical File views showing sequence of primary and secondary files.

from a heading the Vertical File doesn't use (Indians) to two files where the desired information may be located, Census Documents and Population Characteristics. The same procedure is to be used for each of the Primary Headings listed in Appendix B.

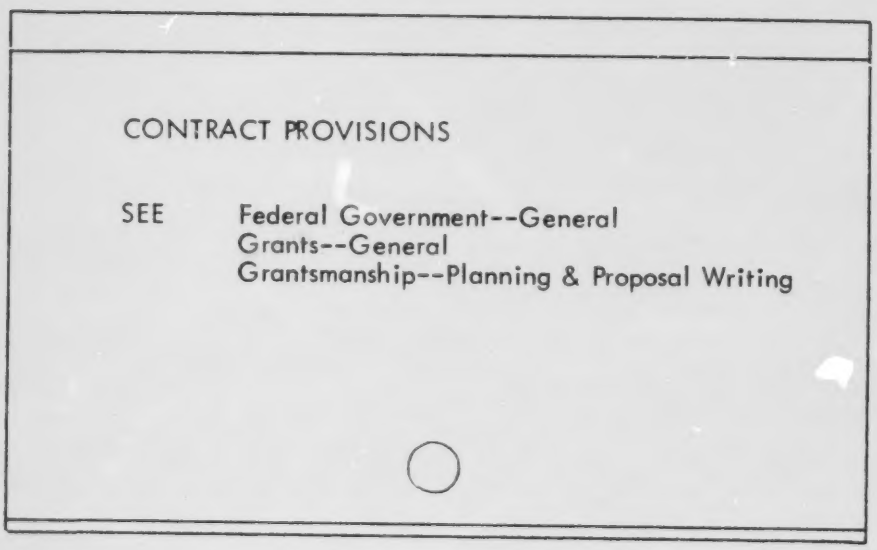
Figure 3 is an illustration of "SEE" and "SEE ALSO" cross-reference cards in the library's Vertical File catalog drawer: (a) leads the user to other primary files containing information on "Indians," and (b) leads the user to primary files where he will find information about "Contract Provisions." There are many "SEE" and "SEE ALSO" cards in this file drawer, and it should always be consulted when seeking information in the Vertical File.

Finally, let's look at the numbers that are on some Primary File labels. Again, in Figure 2, we note that 520.5 leads to the shelf section on Day Care, a subject area which is specifically concerned with child welfare; 13.600 leads to "child development" and related programs in the CFDA.

B. Magazines, newspapers, and serial publications such as the Federal Register are shelved alphabetically by title. Chapter IV details rules for their use, and there is a bibliography of current holdings in Appendix C.



(a)



(b)

Figure 3. Vertical File Cross Reference Cards.

CHAPTER III

ORGANIZATION AND PURPOSE OF THE GRANT RESEARCH CENTER

FCEOC Library contains a collection of materials relevant to detailed research in the area of grants-in-aid. For reasons of space and access, this collection is integrated with other collections in the library. It is, however, so arranged that when there is more space and the collection itself has grown larger, the materials may be separated and housed individually. The center is similar to one being developed concurrently in the Flint headquarters of the Midwestern Michigan Library System.

Books belonging to this collection are labeled G or GR, although the same decimal classification scheme is used. G indicates a circulating book, and GR a reference book, and these symbols appear on a book's catalog card as well as on the spine label. The projected center will be arranged as follows:

1. Specific community action legislation will be filed in a cabinet similar to the Vertical File by Bill Number and cross-referenced to related paragraphs in Congressional Quarterly. Example:

   City Demonstrations Act, S. 3708, ref:

   "Demonstration Cities Bill sent to President;"
   Oct 21, 1966, pp. 2585-86.

   Emergency Employment Act, S. 31, ref:

   "Equal Employment;" Mar 19, 1971, pp. 610-11.

Manpower Training Act, H. R. 13472, ref:

"Minimum Wage," Oct 21, 1966, p. 2553.

Older Americans Act, H. R. 12017, ref:

"Voting record;" Apr 2, 1965, pp. 6000-01.
SEE ALSO Congress and the Nation, vol. 2, pp. 762-3.

Congressional Quarterly has the following subdivisions which will be referred to from time to time, when these weekly sections contain relevant information on Washington activities:

a. Executive Branch

b. Supreme Court

c. On the Floor

d. On the Issues

e. In Committee

f. Public Laws

g. Status of Legislation

Less frequently significant paragraphs in Congressional Quarterly will be:

h. National Report

i. Political Report

j. Lobby Report

2. Grant Activity, filed according to the Functional Index of the CFDA. Presently under Grants in the vertical file, this includes:

a. Past and completed grants

b. Past audits

c. Current grant activity

d. Applications pending

(1) Letters concerning action on past proposals

(2) Grant programs under consideration

The contents of this file cabinet will be cross-referenced on blue-banded cards in the catalog drawer labeled Grant Research Center.

3. Resources.

a. Information sources, filed according to the decimal classification scheme of the main library. This will comprise the second section of cross-reference cards in the Grant Research Center catalog. The grouping here is mainly for the convenience of users researching grants. In addition to private and federal funding sources, such publications as The Grantsman Quarterly Journal, Foundation News and Fund Raising will be indexed here.

Annual reports of foundations and corporations will be indexed here, as well as materials covering their general trends and current status. (The Wall Street Journal and Nation's Business will be good sources of current data.) Legal requirements and guidelines for dealing with specific foundations are indexed, as well as tax forms (e.g., 990, 990AR, 990PF). Reports on fund raising drives, direct mail services, and sources available through door-to-door solitation will also be indexed in the GRC catalog.

b. Federal Trends: This section of the catalog will consist of subject analytics, with page references to community action related numbers of the Federal Register, the digest section of the Congressional Record, and the Congressional Quarterly. Also noted here will be special reports of federal, state and local governments.

To maintain consistency, the same numbering system is used for this collection as for the rest of the library. As previously stated, the Grant Research Center is now a part of the FCFOC Library's general collection; this is because there are relatively few items. As it grows, an arrangement similar to Figure 4 (page 25) is proposed, and materials marked G and GR moved from the main library to a special collection area. The same catalog would be used, only larger. There may also be a separate catalog containing index references to Congressional Quarterly.

This collection will be mainly GR, reference only. Most resources mentioned in Section 3 will remain in the general collection and marked G, so they may be available for check out. The card catalog will also remain in the main library while the Grant Research Center may be in a separate room, with tables and a work area for users. A resource mobilization specialist will be needed to maintain the Grant Research Center.

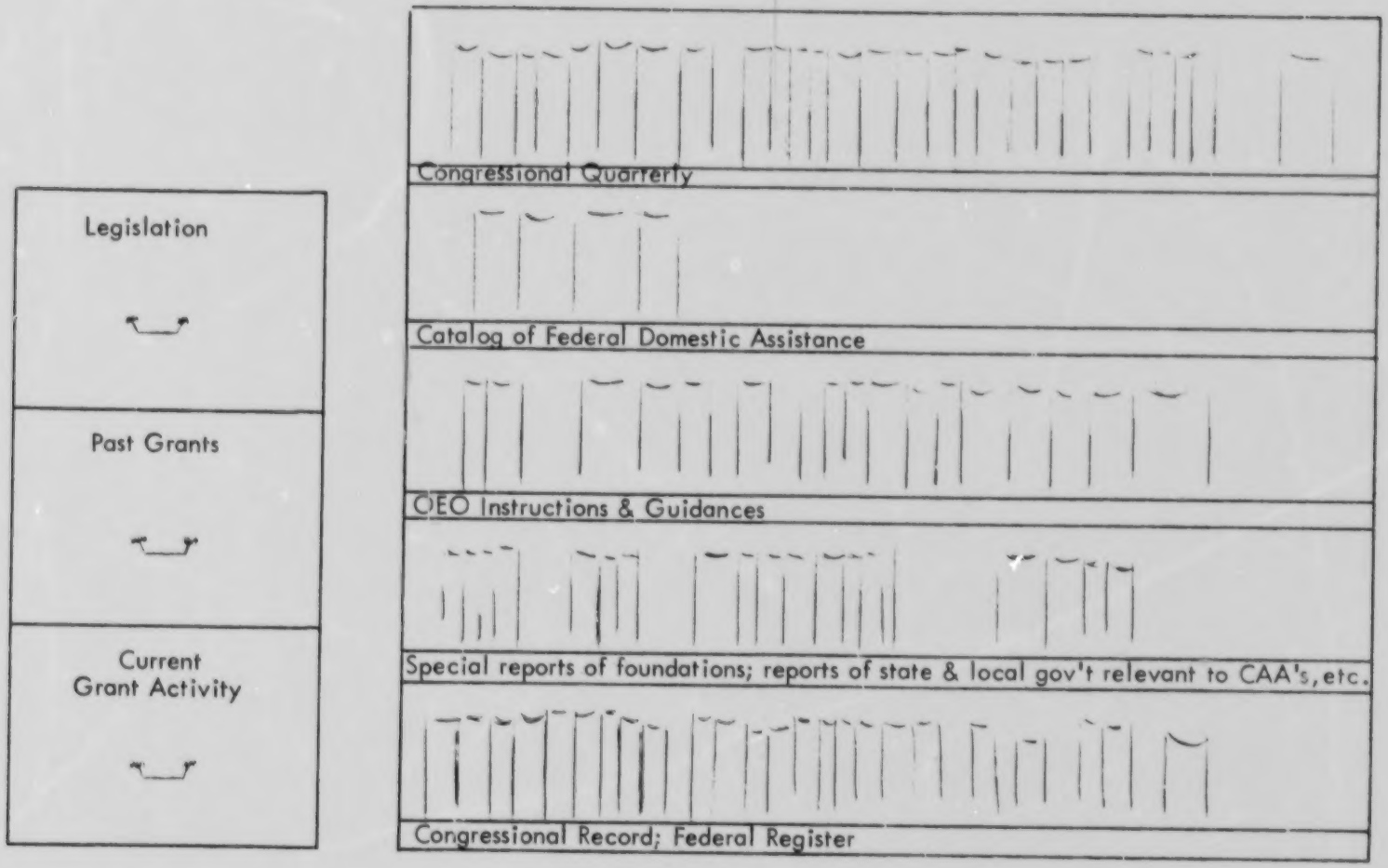


Figure 4. Grant Research Center.

CHAPTER IV

USE OF THE LIBRARY

A. Who May Borrow:

Any FCEOC staff member or designated special borrower, upon presentation of valid identification and verification of present address and phone number. Borrower must be a resident of Fresno County, 18 years old or over, and, if he is not a staff member, his borrowing privilege must be validated by the Librarian. No cards are issued.

B. Circulating Collection

1. Charge-Out Procedure

a. Books.

Basic period is one month. Unless a hold has been placed on a volume, renewal at the end of this period for an additional month is possible. If a book is overdue beyond the basic period or at the end of any renewal period, the borrower must allow the book to be available to other library users for one week before he may charge it out again. If, during a renewal period, a book is requested by another user, it may be called in by the library; also, after the basic period, a book may not be renewed if there is a request for it. As long as there is no request for a book and the borrower renews it at the end of each month, there is no limit to the number of times a book may be renewed.

Two book cards are assigned to each volume and are kept in a pocket at the front of the book. (See Figure 5, page 28.) Both cards are to be signed by the borrower in the presence of a Librarian or Library Assistant; the date due will then be entered on the green card, and the white card will be given today's date. The green card remains in the book pocket and serves as the borrower's record of the transaction; the white card is filed in the library's transaction file.

This is a very primitive modification of a simple but effective book circulation control, and as FCEOC Library grows there is no reason a mechanical system could not be adopted.

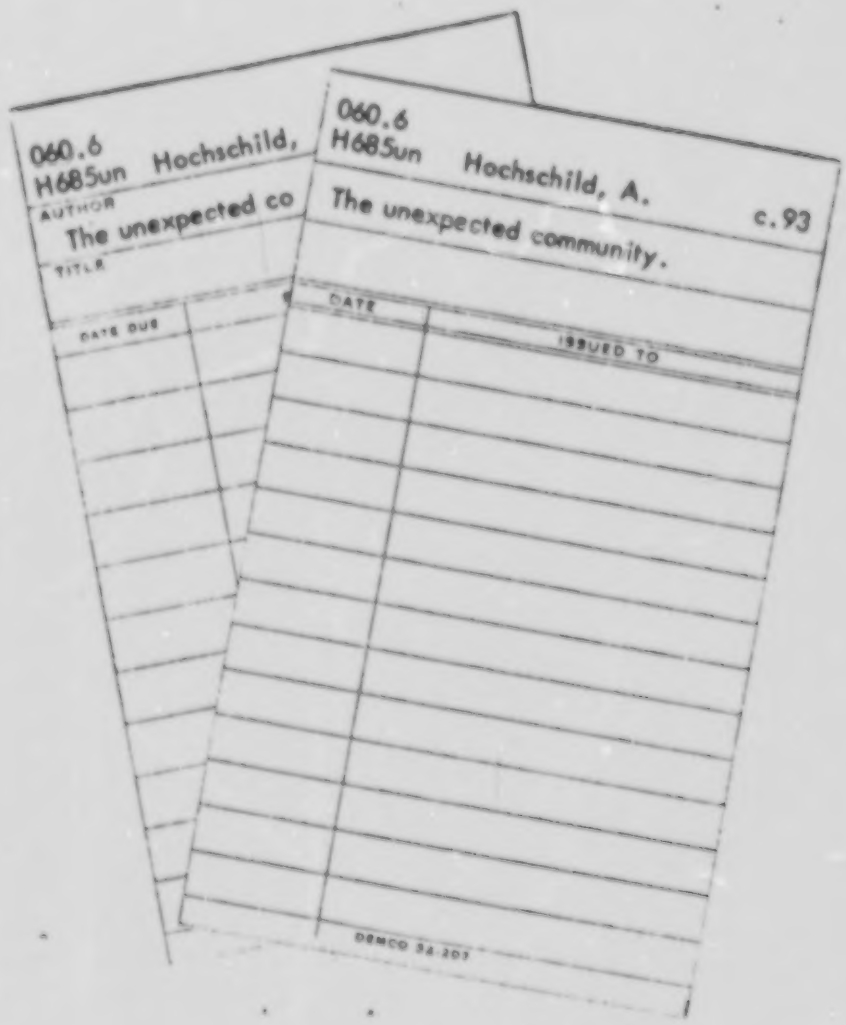
b. Periodicals

Basic period is one week. Check-out procedure is the same, except that 3 x 5 cards are used and one bearing date due is attached to the magazine, newspaper or serial. Keep in mind that articles you need longer than the date due may be xeroxed at no charge, except to special borrowers. There is no renewal, but a periodical may be checked out again a week after returning it.

White 3 x 5 cards and P-slips are used, the card being the library's permanent transaction record (this card may be retained and used over and over until full); the P-slip carries the date due and is attached to the material borrowed. (See Figure 6, page 29.)

c. Vertical File Materials.

Basic period is one month. Renewal for an additional month is possible



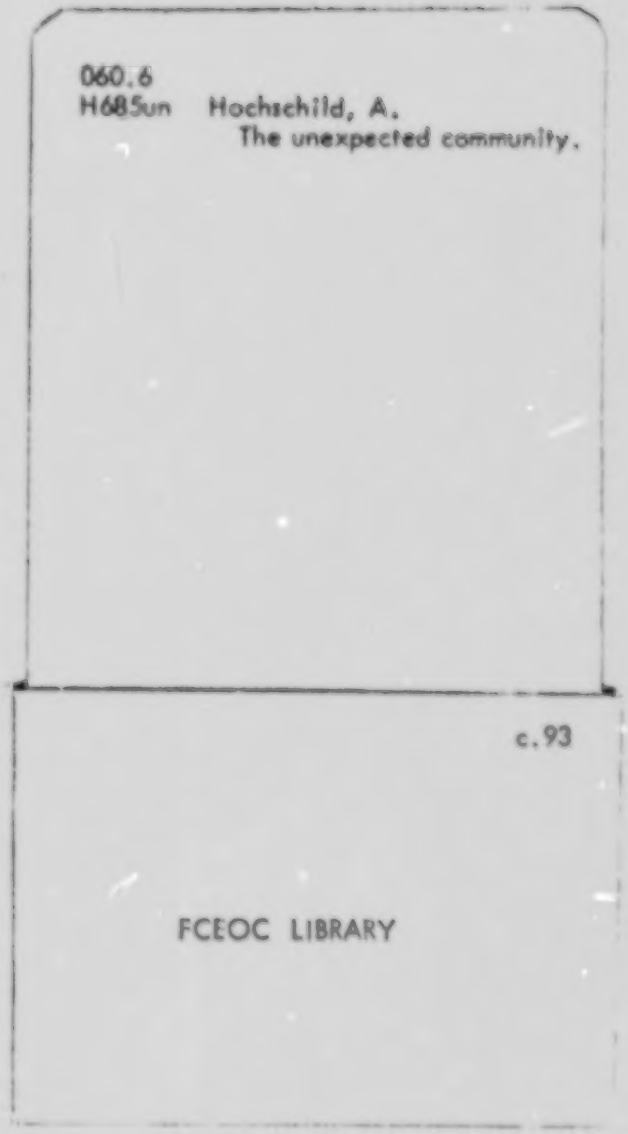


Figure 5. Book Cards and Book Pocket.

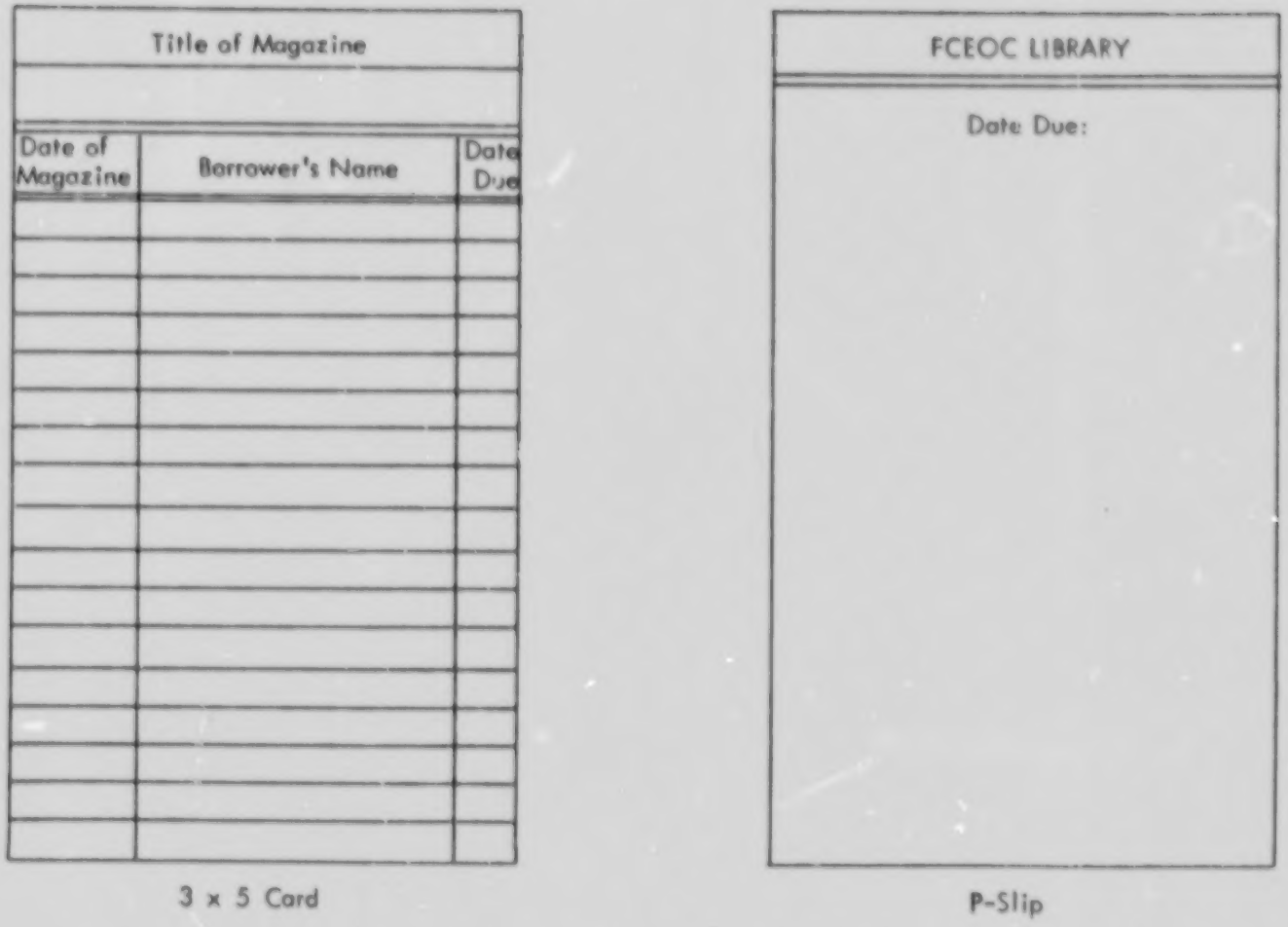


Figure 6. Periodical Charge Slips.

only if there is no request for similar material which the library has been unable to fill. Again, materials may be xeroxed in most cases, and renewal privileges extend to one month only.

Materials will be charged out to you in a legal-size envelope and a record of the transaction kept in the library. (See Figure 7, page 31)

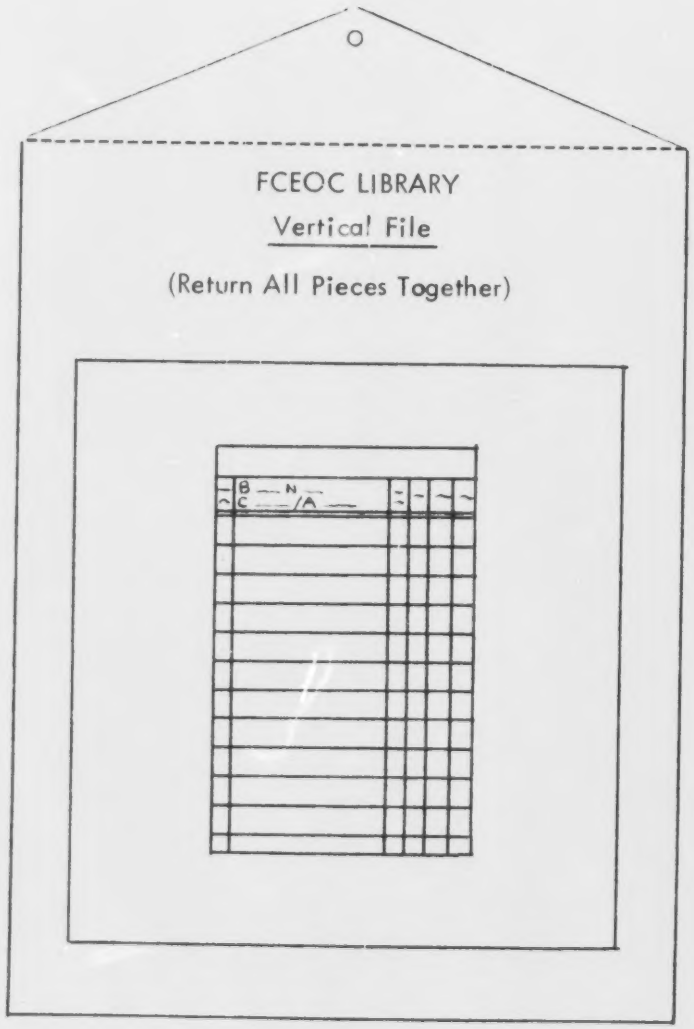
2. Reserves and Renewal Procedures

   a. Any borrower may place a hold on a book, periodical or Vertical File material which is listed in the card catalog but charged out. If such a request for a book is placed with the Librarian and the book is charged out to another user for the first basic one-month period, a hold will be placed on the book, and the requester will be notified when the book is returned; if the book is out on a second or third month loan, the Librarian will recall the book at once. No more than ten books may be reserved at one time by one user.

   b. Periodicals may not be reserved but may be called in at any time as user need dictates. Example: If B comes to the library and says "I need an article in July's Foundation News," but A has charged it out for one week, the Librarian will call it in, xerox the desired material for B, and return the periodical to A.

   c. Vertical File material may not be reserved, unless it is cataloged. Uncataloged materials may be recalled by the Librarian to fill a subject request, and this will be treated the same as a periodical.

   d. Renewal procedure for books and Vertical File material is the same: preferably by bringing your materials to the library, but renewal



Date Due	Borrower's Name Component/Agency	Print Mat	Pics	Stat	Misc

(Kept in Library)

Figure 7. Envelope and Transaction Card for Vertical File Materials.

will be made by phone to all FCEOC Central Staff and Delegate Agencies. Special borrowers must bring materials to the library unless other arrangements have been made with the Librarian.

3. Notices and Fines

   a. A reminder notice is sent as a courtesy to all borrowers approximately one week before date due; no additional notice will be sent till two weeks after date due, should the materials not be returned. If still not returned, a third notice will be sent after two more weeks. If there is no response, a bill for the cost of the materials will be sent.

   b. Fifty cents per day will be charged for any overdue item, so please take care of items borrowed and return them promptly. Publishing costs are very high at this time, and what appears to be a $5-book or pamphlet may in reality cost two to three times as much. The library can only serve you as long as you acknowledge and observe the requirements of its existence. Fines are expected to be paid promptly to cover the cost of replacement and handling.

CHAPTER V

SPECIAL SERVICES

A. Ordering

Any FCEOC staff member or special borrower may make suggestions for purchase to the Librarian. If such material is bought by the library, it is expected that the person requesting will put up one-third of the cost. In this way, the library will increasingly become an integral part of the FCEOC organizational structure. Suggestions may include subject areas or specific titles and authors; but please limit your requests to material within the scope of FCEOC function--e.g., do not request works on the mythology of the Ojibway Indian.

As the subject matter of FCEOC Library's holdings is limited by space as well as the guidelines set in the Foreword, the following will not be found on the shelves and no purchases can be made in these subjects:

1. Fiction, poetry or drama, unless it has direct relevance to FCEOC programs.
2. Non-fiction having no relevance to FCEOC programs.

A small number of books and magazines intended for recreational reading has been included in the collection and may be located by looking under "recreational reading" in the subject drawer of the catalog. These circulate for the usual period of time to staff members only. When this part of the collection grows, it will be shelved separately.

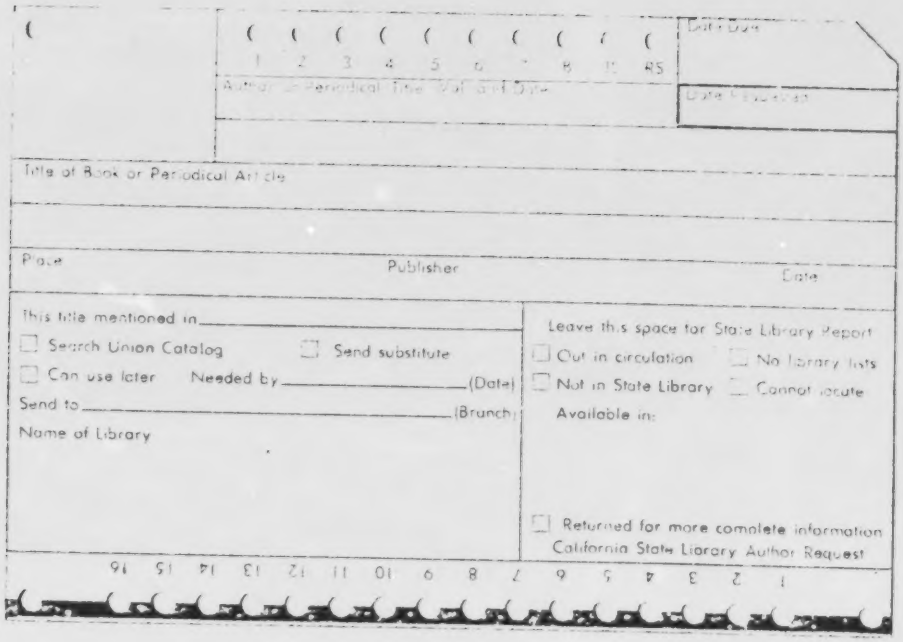
B. Inter-Library Loans

As a Special Library, we are set up to receive inter-library loan services from the California State Library in Sacramento. If you need special material not available here or at the Fresno County Public Library, you may send your request to Sacramento by filling out special forms which the library will provide (see Figure 8, page 35). We will mail these and you will receive an answer within a week or two. Most books circulate for five weeks, and magazines for three; government publications also circulate. Magazine articles are generally xeroxed without charge if they do not exceed 20 pages. The State Library also has facilities to locate hard-to-find materials, provided the title is known. Inter-Library loan services are available to staff members only.

C. Reference and Research

1. Central Staff and Delegate Agencies may request information on book ordering, verification of titles and publications. If our resources do not yield the material you are seeking, we will search in other Fresno area libraries.

2. Subject reference work consists of both on-the-spot aid in locating materials, and the preparation of informational abstracts. One result of these services has been the development of a daily Management Package of information. The main purpose of this Package is to supply its users with up-to-date material relating to activity in the areas of Planning and Management. Production of this highly useful community action tool is one specialized function of the Grant Research Center, and its development should invite widespread use by this Community Action Program as well as others. The approximate daily contents of the Package is as follows:



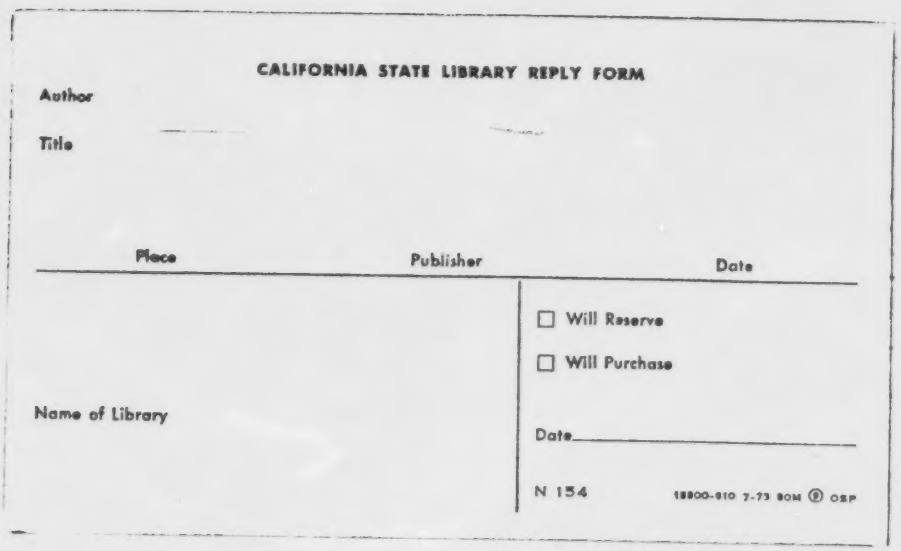


Figure 8. California State Library Forms.

I. Legislation/Regulations

A. Highlights of the Federal Register

1. Legislation Status Reports

2. Office of Economic Opportunity and Department of Labor Regulation Changes

B. Highlights of the Congressional Record

II. Resources and Guidelines--current abstracts and bibliographic citations of:

A. Grantsman Quarterly Journal

B. Grantsmanship Center News

C. Education News Service

D. Manpower Weekly

E. Foundation News

III. City/County Activity--abstracts of:

A. National Association of Counties News

B. League of Cities Publications

C. Fresno City Council Agenda

D. Fresno County Board of Supervisors Agenda

IV. Management--abstracts and bibliographic citations from the following:

A. Public Management

B. Information Quarterly

C. Social Policy

D. Management Controls

V. Current information on the following:

A. Aging

B. Planning

C. Evaluation

D. New Program and Service Ideas

E. Resource Mobilization

The size of the Package will of course vary from day to day, but every effort is made at full coverage of the above topics.

3. Routing and Table of Contents Service. Requested current magazines or a summary of their contents are routed to staff members as these are received by the library.

4. SDI Service (Selective Dissemination of Information). Non-requested materials are routed to staff members whose interests are known to the Librarian as these are received by the library.

D. Public Relations

1. Monthly acquisitions list will be published in CAPsule.
2. A Monthly Report of the Librarian will be submitted to FCEOC management, which may be made available to Delegate Agencies upon request. The following topics will be covered:

   a. Circulation statistics
   b. Reference service statistics
   c. Acquisitions and expenditures statistics
   d. Progress in library research
   e. Projection for the month ahead

   A similar monthly report will be made by the Grant Research Center Librarian so that there will be a distinct guideline for measuring the success of the Center as well as of FCEOC Library.

APPENDIX A

A DECIMAL CLASSIFICATION SCHEME

FOR COMMUNITY ACTION AGENCY LIBRARIES

SECTION I	000 - 049 REFERENCE
000	General Reference
001	Federal Publications
005	Statistical Materials
.1	Yearbooks
.2	Almanacs
.3	Statistical Abstracts
.31	Statistical Abstracts United States
.32	California Statistical Abstracts
.33	County/City Data Books
.4	Financial Yearbooks and Reports
.5	Labor Statistics--Employment and Income
.6	Consumer, Sales and Production Reports
.61	Building Activity
006	Demography
.1	Population Estimates and Projections
.2	Population Characteristics
.3	Factors of Growth and Decline
.4	Population Studies
.41	Fresno Population Studies

.411 Population and Housing

.412 Population and Economy

.42 Migration Studies

007 Census Documents

.1 Population Census

.11 Population and Housing

.2 Census Tracts

.21 Enumeration District Data

.3 Housing Census

.4 Business and Industry Census

.5 Agriculture, Census

.9 Methods and Uses of Census

020 Directories

.1 Planning Directories

.2 Community Services Directories

.3 Congressional Directories

030 Bibliographies and Publications Lists

.1 Exchange Bibliography

.2 California Bibliography

.3 Fresno County

.4 United States Government

.5 City and Regional Planning Library

.6 Planning

.7 Others

034 Public Relations

.1 News Media (Radio, TV)

.2 News Releases

.3	CAPsule
035	Guides to Effective Communication
.1	Dictionaries
.2	Report and Proposal Writing
.3	Style Manuals
.4	Grammar Books; Shorthand
.5	Typing
.6	Speech
036	Library and File Systems
.1	Microforms
.2	Recording Systems
.3	Computer Information
045	Study Reports and Manuals
046	Annual Reports (General)
SECTION II	050 - 059 HUMANITIES
050	General Literature and Recreational Reading
.2	Fiction
.3	Poetry
.4	Essay
.5	Biographical Materials
051	Philosophy
052	Religion
053	Psychology
057	Arts
059	History

SECTION III 060 - 069 SOCIAL SCIENCES

060 Sociology

.1 Urbanization

.2 Communities

.21 Urban Sociology

.22 Rural Sociology

.221 Surveys and Studies

.24 Poverty

.241 War on Poverty; Office of Economic Opportunity (Class here Instructions, Guidances, and general works.)

.25 Community Action Program (CAP)

.251 Malaga Anti-Poverty Organization

.252 Lanare Community Center

.253 Orange Cove Community Center

.254 Inner City Community Action Center

.255 North Avenue Community Center

.256 Self-Help Coalition

.257 Trinity Street Center

.258 Urban Youth Council

.259 Fresno County Community Action

.3 Deviant Behavior
(Class here materials on crime and delinquency.)

.4 Minorities

.41 Negroes

.42 Mexican-Americans

.43 Indians

.431 Fresno American Indian Council

.44 Others

.5 Religious Groups

.6 Aged--Senior Citizens

.61 Foster Grandparents Program

.7 Other

.8 Children

SECTION IV 070 - 079 ECOLOGICAL SCIENCES

070 Natural Resources and Conservation; Environmental Protection Agency

.1 General Studies of Environment

.11 Resource Management; Energy Crisis

.2 Soils

.3 Water

.4 Meteorology, Climate

.5 Minerals, Oil

.6 Vegetation

.61 Forests

.7 Wildlife

.8 Air

.9 Topography

071 Geology

075 Geography

.1 General

.3 Geographic Materials

.31 Atlases and Maps--Cartography

SECTION V	080 - 099	ECONOMIC SCIENCES
080	Economics	
.1	History	
.2	Land Economics	
.3	Urban Economics	
.5	Conditions	
.51	Cost of Living	
.6	Economic Studies	
.61	Case Studies	
.611	Fresno-Clovis Metropolitan Area Studies; West Fresno Projects; Overall Development Program	
.612	Employment Studies; Job Corps	
.62	Business Statistics	
.7	Economic Development Reports	
.8	Insurance	
081	Industry	
.4	Location	
085	Agriculture	
.1	Annual Reports	
.3	Crop Reports	
.4	Techniques	
.41	Mechanical Harvesting	
090	Real Estate	
SECTION VI	100 - 199	PLANNING AND MANAGEMENT
100	Planning	
.1	Theory	

.2 Physical Planning--Design

.21 Site and Landscape Design

.22 City Design

.23 Transportation

.24 Design Criteria

.241 Handbooks and Manuals

.3 Socio-Economic Planning

.4 Urban Planning--Community Development

.41 Urban General Plan

.42 History

.43 New Towns

.44 Urban Growth--Sprawl

.46 Urban Problems--Community Problems

.5 Regional Planning

.51 Metropolitan Region

101 Planning Administration

.1 Legislation

.11 Law Review

.111 Legal Assistance

.12 Law Cases

.2 Organization

.4 Planning Reports

.41 Fresno-Clovis Metropolitan Area Planning Commission Reports

.42 Fresno-Clovis Metropolitan Area Planning Commission Proceedings

.43 Fresno-Clovis Metropolitan Area Planning Commission Projects

103 Housing

.1 General

.11 Housing Legislation

.12 HUD Programs; Handbooks; Notes

.2 Economics

.3 Conditions

.31 Studies and Surveys--Reports; Projections

.4 Urban Renewal

.41 Redevelopment Agency

.411 Redevelopment Case Studies

.412 Fresno Redevelopment

.42 Model Cities

.421 Fresno Model Cities

.422 Planned Variations

.43 Community Renewal; Neighborhood Centers: Community Improvement Program

.44 Housing Rehabilitation

.5 Public Housing

.51 Senior Citizens

.52 Low Income

.53 Farm Labor

.6 Special Types

.61 Single Family

.62 Multi-Family--Rental

.63 Transient--Labor Camps--Migrant Housing

.7 Construction

104 Planning Studies--General--Surveys and Forecasts

.31 Fresno Community Development Program Studies

.32 Fresno-Clovis Metropolitan Area

.34 Fresno County Communities

105 Plans

.1 Regional Plans--Comprehensive

.11 California Development Plan

.2 County--Master Plans

.21 United States

.22 California

.23 Fresno County

.3 City--Master Plans

.31 United States

.32 California

.33 Fresno-Clovis Metropolitan Area

.331 Fresno City Plans

.333 College Community

.334 Clovis--Sunnyside--Fort Washington--Friant

.335 Bullard

.337 West Fresno, South Fresno, Easton

.338 East Fresno

.34 Fresno County Communities

106 Zoning

107 Land Use Types

.1 General Case Studies

.11 Fresno-Clovis Metropolitan Area

.12 Fresno County

.13 News Articles and Background Data--Westside Freeway

.2 Commercial

.3 Industrial

.4 Residential

.5 Trailer Parks

.6 Service Stations

.7 Other

115 Planning Techniques

.1 Surveys--Methods

.11 Land Use

.12 Research

.13 Other

.2 Aerial Photography

.3 Computer Application--Data Processing

.4 Information Systems; MIS Reports

.5 Statistics

.6 Mapping and Drafting

.7 Models and Model Systems

116 Consultants

120 Management

.1 Problem Solving

.2 Resource Mobilization

140 Architecture--General

SECTION VII	200 - 299 RECREATION SCIENCES
200	Parks and Recreation--General
201	Parks
.1	City Parks
.11	Playgrounds
.2	County Parks
.3	State Parks
.4	National Parks and Forests
.5	Park and Recreation Planning
202	Open Space
203	Public Lands
.1	Multiple Use
205	Recreation Theory
.1	Recreation Reports
.11	Recreation Surveys
.2	Recreation Plans
.21	California Recreation
.3	Water Recreation
.31	Swimming Pools
.4	Sports
.5	Playgrounds
.6	Public Entertainments
.61	Music
.62	Theaters
.63	Art Shows
.7	Celebrations

.8 Zoos

.9 Travel

.91 Camping

.92 Camp Grounds

.93 Recreation Vehicles

206 Historic Preservation--Culture

.1 Museums

.2 Libraries

SECTION VIII 300 - 399 PUBLIC WORKS AND WELFARE

300 Public Works

.1 Public Works Records

.2 Public Works Specifications

.3 Improvement Standards

.4 Capital Improvement Programs

301 Community Services--Social Services

.1 Legal Services

.5 Nutrition Programs

.51 Aged

.52 Infant

.53 Food Stamps

.6 Homemaker Aid

.7 Handicapped

.71 Blind

.75 Deaf

302 Streets and Highways

.1 Freeways

.11 Interchanges

.2 Highways

.21 Highway Finance

.22 Studies

.23 Studies and Plans--Fresno County

.4 Urban Circulation--Studies

.41 Circulation Element--Planning

.5 Street Construction

.51 County Reports

.52 Street Design

.6 Right of Way

.7 Street Care

.8 Street Nomenclature

.81 House Numbering

.82 Alleys

.9 Sidewalks

.91 Hiking Trails; Pedestrian Paths; Bicycle Paths

305 Traffic

.1 Fresno-Clovis Metropolitan Area Reports

.2 Traffic Accidents

.3 Motor Vehicles

.31 Parking

.32 Fuel

.4 Bicycle Regulation

.5 Traffic Laws

309 Public Buildings

.1 Civic Centers

.2 Building Programs

315 Water Programs and Plans

.1 Administration

.2 Community Water Systems

.3 Water Supply

.31 Wells

.32 Water Storage

.33 Reservoirs

.34 Standpipes

.5 Water Distribution

.51 Waterpipes

.52 Water Canals

.6 Water Consumption

.8 Drainage

.81 Storm Sewers

.82 Flood Control

.9 Regional Water Program

.91 Federal

.92 State

.921 East Side Division

.922 California State Water Project--San Luis Unit

.93 District

SECTION IX 400 - 499 PUBLIC SERVICES

400 Public Utilities

405 Household Utilities

.1 Gas

.2 Electricity

.3 Telephone

415 Mass Transportation

.111 Transportation Surveys and Studies

.112 Transportation Plans

.12 Rapid Rail Transit

.13 Buses

.14 Taxicabs

.15 Pedestrian Vehicles

.2 Railroads

.3 Waterways

.31 Harbors

.4 Aeronautics

.41 Aeronautics Regulation

.42 Airports

.421 Airport Zoning

.422 Heliports

.423 Air Facilities

.424 Plans

.43 Airport Plans

.5 Management of Transit System

SECTION X	500 - 599	HEALTH SERVICES, EDUCATION, WELFARE AND MANPOWER
500		Health, Education and Welfare
501		General Works--Welfare
.3		Food and Nutrition
502		Public Health
.1		Health Programs
.12		Alcohol Programs, Data; Alcoholism
.13		Mental Health
.14		Dental Programs
.2		Health Education--Family Health Services
.21		Drug Abuse
.3		Vital Statistics
.4		Health Regulations
.5		Emergency Medical Services
.6		Special
.64		Migrant Health Services
.643		Indian Health Services
503		Health Departments
504		Health Institutions
.1		Hospitals
.2		Clinics
510		Sanitation
.1		Sanitary Codes
.3		Water and Sewer Studies
.31		Water and Sewer Plans

511 Pollution

.1 Water Treatment

.2 Water Pollution

.3 Water Quality

.5 Air Pollution

.51 Fresno Air Pollution

.52 Law and Legislative Reports

.6 Sewage Disposal

.7 Noise Pollution

513 Waste Disposal

.1 Garbage

.2 Solid Wastes--Fresno County

.3 Dewatering

514 Junk Yards

520 Education

.1 School Finance

.2 School Administration

.3 School Buildings

.4 School Planning--Site Location--School District Research

.5 Day Care (Pre-School)

.50 Day Care (Aged); Fresno Learning Center

.51 Elementary and Secondary Schools

.52 Head Start

.521 Follow-Through

.53 Neighborhood Youth Corps (NYC)

.531 Dropouts

.6 Higher Education--Upward Bound

.61 College Catalogs

.62 General

.7 Vocational Training

.72 Concentrated Employment Program (CEP)

.73 Operation Mainstream

.8 School Enrollment

521 Sciences

SECTION XI 600 - 699 PUBLIC SAFETY

600 Public Safety

.1 Safety Education

.2 Disaster Control

.3 Industrial Safety

601 Law Enforcement

.1 Police Services

.2 Prison Information
(Class here works on prison reform, conditions.)

.21 Probation

.3 Public Order

610 Fire Safety

611 Construction

.1 Building Materials

.2 Building Methods

.5 Codes and Regulations

.51 Building Codes

.52 Building and Occupancy Permits

.53 Building Appeals

.54 Building Restrictions

.55 Electrical Codes

.56 Plumbing Codes

.57 Housing Codes

.571 FHA Property Standards

616 Nuclear Power and Arms

.1 Civil Defense

.11 Fallout Shelters

SECTION XII 700 - 999 GOVERNMENT, FINANCE, BUSINESS AND PERSONNEL

700 Government

.1 Periodicals

701 General Works

702 Military Affairs

703 Politics--General

.1 Political Development

705 Intergovernmental Cooperation and Relations

.1 Federal-State Relations

.2 Federal-Local Relations

.3 State-Local Relations

.4 Regional Cooperation

.5 Councils of Government

710 Federal Government

.1 History

.2 Administration

.21 Department of the Interior

.22 Department of Agriculture--Forest Service

.23 Department of Agriculture--Soil Conservation Service

.3 Supervision and Regulation

.31 Elections

.4 Powers and Functions

.5 Laws and Legislation

.51 Federal Aid and Assistance Programs

.6 Finance and Taxation

.7 National Goals and Policy

720 State Government

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.7 Public Administration

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731	Local Government
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.4	Function
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.7	Public Administration
.8	Grand Jury Reports
735	Metropolitan Areas
.3	Special Municipal Districts
.4	Annexations
.41	Urban Fringes
.42	Detachment
.5	City-County Consolidation
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.7	Joint Municipal Activities
.8	Towns
.9	Cities
800	Grants and Foundations

801 Finance and Business

.1 Public Finance Policy

.2 Small Business Administration (SBA)

820 Municipal

.1 Fresno Municipal Finance

821 Records Management

.1 Data Processing

.2 Computers

825 Procedure

.1 Accounting

.2 Auditing

.3 Budgeting

.31 Performance Budgeting

.32 Capital Budgeting

.33 PPBS

.4 Purchasing

826 Revenue

.1 Borrowing

.2 Revenue Sharing

836 Expenditures; Budgets

.1 Fresno County Economic Opportunities Commission

837 Intergovernmental Finances

900 Personnel Management and Manuals

.1 Training Programs; Volunteers

.2 Performance Contracting

910 Manpower

915 Salary Surveys

APPENDIX B

The following are the divisions of the Primary Vertical File:

005	Abstracts, statistical
060.6/13.756	Aged--Senior Citizens
085/10.001	Agriculture
007.5/10.350	Agriculture, census
502.12/13.242	Alcohol Data
046	Annual Reports--General
057/45.001	Art Forms
075.31	Atlases and Maps
030/60.006	Bibliographies, Publications
301.71/13.761	Blindness and the Blind
825.3	Budgets (Procedure)
825.3	Budgets--Fresno (City)
825.3	Budgets--Fresno (County)
007.4/11.007	Business and Industry
080.62	Business Statistics
900	By-Laws
060.25/17.232	CAA's
060.25	CAL-CAP
060.25/17.232	CAP's
	California--General
520.6/13.510	California, University of

	California State University, Fresno (CSUF)
520.7/13.241	Career Development
007/11.005	Census Documents
520.5/13.600	Child Welfare
100.51/13.604	Cities and Towns--Planning
100.46/13.604	City Planning--Research
	Clark County Statistics
100.4/14.203	Community Development
520.72/17.278	Concentrated Employment Program (CEP)
900.2/39.001	Contracting, Research
080.51	Cost of Living
705.5	Councils of Government (COGs)
730	County Government--General
060.3/13.764	Crime and Delinquency
520/13.575	Curriculum Materials
520.5/17.305	Day Care (Child)
502.14/13.383	Dental Programs
020	Directories
520.531/13.410	Dropouts
502.21/13.235	Drug Abuse
080/17.006	Economic Development (Research)
	Economic Opportunity Act
080.7	Economic Reports
080.7	Economic Support
520/13.575	Education
520/13.600	Education--Children

520/36.001	Education--Consumer
520/17.223	Education--Vocational
731.31/16.104	Elections
080.612/17.232	Employment
005.5/17.002	Employment Statistics
070.11	Energy Crisis
070.1/47.008	Environmental Protection
502.2/13.217	Family Health Services
301.2/13.217	Family Planning
710.5/39.001	Federal Aid Programs
710/39.001	Federal Government--General
801	Finance
501.3/10.500	Food and Nutrition
501.3	Food Stamps
060.61/72.001	Foster Grandparents Program
826	Foundations
100.7	Fresno (City)--General
100.6	Fresno (County)--General
060.431	Fresno American Indian Center (FAIC)
104.31	Fresno Community Development Program (FCDP)
520.721/17.278	Fresno County Community Action (FCCA)
060.25	Fresno County Economic Opportunities Commission (FCEOC)
520.50/13.750	Fresno Learning Center
	Funding Sources--General
	Grants--General
	Grantsmanship--Planning and Proposal Writing

502.52/13.600	Head Start
502/13.207	Health
301/13.494	Homemaker Aid
103/14.506	Housing
060.43/15.104	Indians
060.254/13.604	Inner Cities Center
	Innovative Programs
080.612/17.211	Job Corps
	Job Descriptions
060.212/17.500	Labor--General
005.5/17.002	Labor Statistics
060.252	Lanare Center
	Language
601/16.500	Law Enforcement
	League of California Cities
	Legal Requirements
301.1/29.001	Legal Services
710.5	Legislation--Federal
731.5	Legislation--Fresno (City)
730.5	Legislation--Fresno (County)
720.5	Legislation--State
036/60.009	Library and File Systems
	Local Government--General
	Madera (County)--General
060.251	Malaga Anti-Poverty Organization (MAPO)
120	Management

520.7 & 910/17.002	Manpower
502	Medical Assistance
502.13/13.243	Mental Health
060.42	Mexican-Americans
060.44/17.230	Migrants
702/39.004	Military Services
060.4	Minorities
	Minutes
103.42/13.604	Model Cities
305.3/20.600	Motor Vehicles
060.41	Negroes
100.3 & 103.43/19.203	Neighborhood Centers
520.53/13.410	Neighborhood Youth Corps (NYC)
	New Jersey CAP
060.241/13.756	Office of Economic Opportunity (OEO)
060.6/13.761	Older Americans Act
202/14.125	Open Space
520.73/17.223	Operation Mainstream
060.253	Orange Cove Center
	Personnel Manuals
103.422/14.203	Planned Variations (PV)
703.1	Political Development
006.2/11.005	Population Characteristics
060.24/13.757	Poverty
060.24/13.256	Poverty--Federal Programs
080.51/17.003	Price Indexes

120	Problem Solving
501/13.757	Public Assistance
034/45.006	Public Relations
115.1	Ranking Methodology
205.11/10.250	Recreation Surveys
000	References--General
826.2/17.232	Revenue Sharing
060.22/62.002	Rural Sociology
	SMSA
915/17.303	Salary Studies
520.4	School District Research
521/47.020	Science
801.2/59.011	Small Business Administration (SBA)
501/13.747	Social Rehabilitation and Welfare
100.3/14.516	Socio-Economic Planning
720	State Government--General
115.5	Statistical Materials
060.2/14.203	Surveys--Community Programs
415/20.504	Transportation
520.6/13.492	Upward Bound
060.21/14.203	Urban Coalition
100.46/13.492	Urban Problems
900.1/72.005	Volunteers
315/66.025	Water Programs and Plans
	West Fresno
520.7/13.764	Youth Programs and Surveys

APPENDIX C

This bibliography is included here to give the reader an idea of the type of periodicals held by FCEOC Library, appropriate for most CAA's. It is certainly not complete and, due to additions, subject to revision at any time.

Aging

American Association of Retired Persons Bulletin

American Education

Area Trends in Employment and Unemployment

Black Child Advocate

Black Enterprise

California Advocate

California's Health

California Journal

Change

Civil Rights Digest

Commerce Business Daily

Communities in Action

Congressional Record

Consumer Strategy

Cry, California*

Daedalus

Drug Abuse Prevention Report

El Hispano

Family Planning Perspectives

Federal Register

Federal Reserve Bulletin

Foundation News

Fresno Labor Market Bulletin

Fund Raising Management

Geriatrics

Grantsman Quarterly Journal

Grantsmanship Center News

Health News

Health Service Reports*

Industrial Gerontology

Information Quarterly

Journal of Housing

Legislative Research Digest

Library Journal

Management Controls

Memo from the National Institute of Senior Centers

Modern Maturity

Monthly Catalog of United States Government Publications

Monthly Labor Review

Monthly Summary of Business Conditions in Southern California

Monthly Summary of Business Conditions in the Central Valley California

NRTA (National Retired Teachers Association) Journal

National Association of Counties News

News in Brief--NADO (National Association of Development Organizations)

Newsweek

Nutrition Today

Older Americans Reporter

Orange Cove News

Perspective on Aging

Public Affairs Handbook

Public Management

Senior Citizens Today

Social Casework

Social Policy

Synergist

Tax Review

United States Government Price Lists

United Way Programs Bibliographies*

Vertical File Index

Wholesale Prices and Price Indexes

Youth Reporter

Again, this list will be added to in the future. An asterisk (*) indicates that the title is not yet in the library and is on order.

BIBLIOGRAPHY

The following were especially useful among references consulted during the development of the library and the systems described in this manual.

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U. S. Office of Management and Budget. Catalog of Federal Domestic Assistance. Government Printing Office. $7.00 per year.